MyEBSCO Account: Set up & Features

Hi. This is Pam Sukalski, Librarian at SMSU’s McFarland Library. This video will walk through the process of creating your own MyEBSCO account, saving items to your folder, creating a search alert, and viewing your search history. Click the box in the lower right-hand corner to enlarge the video. Also, the CC option will display captions as you move through the video.

So when you are in an EBSCO database – you can recognize it by the EBSCOHOST logo – you can sign in to access time-saving options. SMSU subscribes to several EBSCO databases. I’m demonstrating in Academic Search Premier, but the functionality we are looking at today will carry across all the EBSCO databases as shown here. Let’s take a look at how to do get logged in.

The sign-in link is in the upper right-hand corner of the screen. The first time you log in, you’ll need to create a unique user name and password. Go to the Create a New Account link and complete the brief form. You can identify your own user name; I might suggest using either your email username or your Mustang ID number. The password has a 5-character minimum. After you’ve created your account and have logged in, you’ll notice that the EBSCOhost logo has changed; it now includes a yellow sash with “My” in it. You can also see your name in the upper right-hand corner.

Clicking on the Preferences link found in the upper right will pop up a screen where you can choose some settings. The two most useful are

1) Changing the default citation format to your preference (the default is AMA because they display alphabetically)
2) Putting in your email address so you don’t need to enter that each time you want to email yourself an article

When you’re in the database and you complete a search, you will see the “Add to Folder” option in the Results List. Clicking on that will put it in your folder and you’ll be able to access it next time you log in. This is an efficient way to keep track of articles as you research!

Do be careful, though...the Add to Folder option is there even if you’re not logged in, but anything you put in a folder without being logged in will disappear as soon as you get out of the database or your session times out.

You’ll also see the Add to Folder option when you are viewing a detailed record (after you click on a title). This option, along with others, displays in the right-hand column. If you choose to email the article, your email address will automatically populate if you set that up in your Preferences as well as the citation format if you set that up. I encourage you to explore and experiment with additional options in that right hand column.

When we go back to our results list, we’ll see an Alert/Save/Share option on the right-side of the results list, in the lower blue bar. Creating an alert allows the database to push articles to your email based on your search criteria. This means you’ll want to have an effective search strategy in place so you are

MyEBSCO account
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receiving relevant articles! Under the Create an Alert option, choose Email Alert. Note the search strategy that you are completing the alert for is listed across the top. You’ll need to enter your email address (or multiple addresses if this is a group project and everyone would like to receive the same alert) and choose how often you’d like articles that match your search sent to you.

Another tool in EBSCO to take advantage of is the Search History. After you’ve been researching for awhile, it can be useful to review the search terms you’ve used. This can prevent you from redoing searches you’ve already done or you can use it to quickly return to previous search results. Search history disappears at the end of your session.

When you have put items in your folder, you’ll see a notification of that in the right-hand column. To see a more detailed view, use the Folder link across the top. Here you can see what is in your folder, what search alerts you’ve created, etc.

Note that sessions due time out so you’ll need to stay active in the databases to remain logged into your account. Also, if you are on a public access computer, be sure to sign out of your MyEBSCOhost account. Happy researching!